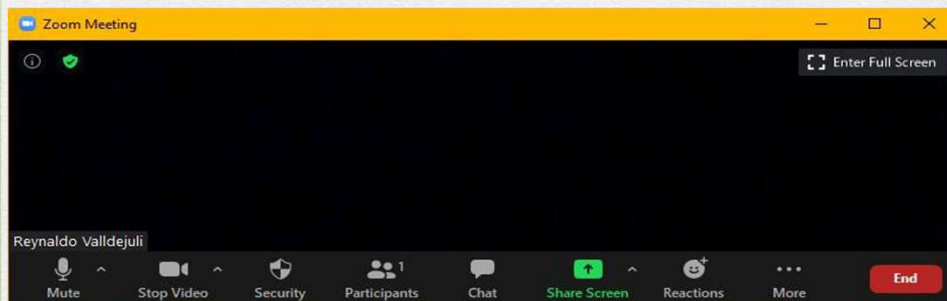


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



**NOTICE:** In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov).



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## eScholar Office Hours

May 26, 2022

Visit the [eScholar Support Page](#) for a copy of the webinar deck

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# Agenda

- **Security Coordinators**
  - Disabling user accounts
  - LEA Contact List
- **Uniq-ID and StaffID**
  - Submit students and staff
- **DirectMatch**
  - Statewide matching
  - DSNAP & Address Matching
  - CEP Issues

# Security Coordinators

Data managers who are no longer employed in the district:

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.)
- Update the [2021-2022 LEA Contact List](#) (located in the [System Support page](#))
  - Copy/paste your district's data into a new EXCEL sheet
  - Review and edit (add/remove data managers)
  - Send updated EXCEL file to [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)





## 2021-2022 Uniq-ID and StaffID

# Uniq-ID and StaffID

**Student EOY submission: July 8 (snapshot end date)**

- Submit all new students and homeless students

**Staff EOY deadline: August 26 (snapshot end date)**

- Submit all new staff and those who need EdLink dashboard access

Retire IDs	Split IDs
<a href="#">Student RetireID template</a>	<a href="#">Student SplitID template</a>
<a href="#">Staff RetireID template</a>	<a href="#">Staff SplitID template</a>

LEAs must update the active Student/Staff ID in your local system and all LDOE data systems that use the Student/Staff ID for that student/employee.







## 2021-2022 DirectMatch



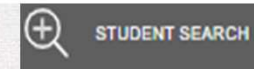
# Statewide DirectMatch

## April SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on **May 3, 2022**
  - **SNAP batch # 2302**      **TANF batch # 2296**

Batch Info ⌵	Match Type	Location Info	Process Info ⌵	Record Info	Status Info ⌵	Actions
 <b>2302</b> DM Person ID (State)	SNAP	State Batch	05/03/2022 10:24 PM	<b>377 of 538533</b> <b>PENDING</b>	 Pending: Near Matches	Resolve ⋮

- Districts are responsible for resolving any near matches
  - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve.
  - You may have some matched records to download.
- Download your SNAP matched records from the Search function





# Statewide DirectMatch – Final SNAP/TANF

**May SNAP and TANF files will be loaded into DirectMatch June 3-7**

- LDOE will run the statewide matching between **June 3-7**
- You will be notified through email and the [eScholar Support pg](#)
  - Districts will be responsible for resolving any near matches
  - Matched records will be used in CEP

**Address Matching will be run between June 3-7**

- Districts will be responsible for resolving any near matches
- Matched records will be used in CEP (DC Extended)
- LDOE will place a file in the district's DM-FTP folder on **May 24 & June 10**.
  - Filename: **LEACode\_AddressMatch\_Students\_05242022**

# CEP Training Materials

- CEP Training: [Louisiana Fit Kids - Training Slides](#)

- [Feb 22 slide deck](#)                      [Feb 22 recording](#)
- [March 29 slide deck](#)                      [March 29 recording](#)

*Note: Instructions for Manual Authorization (DSNAP) and Address Matching are provided*

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(June 30, 2022)*


- *If you accidentally submit your Populations Data, please contact [Courtney.Neubauer@la.gov](mailto:Courtney.Neubauer@la.gov) to re-open the submission.*

- *Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts*



# DSNAP, Homeless and Head Start

## DSNAP

- Use Manual Authorization to submit the DSNAP student as SNAP
- Use the Match icon at the top left of your screen 
- **Complete by June 15**

## Homeless and Head Start

- Students should have LASIDs assigned in Uniq-ID
- Students should be submitted to EdLink for enrollment
- Homeless and Head Start students will be automatically pulled from EdLink into the district's CEP Manager
- **No need to use the Manual Authorization to add these students**

# Address Matching

## Address Matching

- Resolve the near matches (matches were run on May 10)
  - be cautious when resolving the near matches
    - Some addresses are apartments building or trailer lots with no unit #
    - multiple students at the same address – either same/different last names
    - Complete Address Matching by June 15, 2022

## Districts that resolved near matches in Address Matching

- LDOE placed a student file in each district's DM-FTP folder
  - Keep this file for their records
  - Use this file to manually update the students' lunch status to Free DC in your local systems (local SIS and/or food service)
  - These students are considered Directly Certified (DC) Extended
- LDOE will place a new file in DM-FTP folder on May 24 and June 10.



## CEP To Do Checklist

- Check your schools, students and counts
  - Email [Courtney.Neubauer@la.gov](mailto:Courtney.Neubauer@la.gov) or [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- Refresh your CEP screen periodically:
  - after SNAP/TANF matches are run
  - after resolving near matches
  - when you enter the CEP Manager
- Non-publics
  - eScholar will have your data (eligible students and enrollment counts) available on June 1, 2022.

## CEP Q & A

- **Where do the Enrollment counts come from?**
  - For public and charter school districts: EdLink
  - For non-public school districts: eScholar Uniq-ID (master record)
- **Where do the Program counts come from?**

Program	Source
Even Start, Homeless, Head Start	EdLink
DC Extended	DirectMatch – Address Matching
Foster	DCFS - LDOE
Migrant	Merrill
TANF	DirectMatch - TANF
SNAP	DirectMatch – SNAP Manual Authorization - DSNAP



## 2022-2023 Enhancements

- Download TANF, DSNAP and Medicaid files
  - DM-Index
  - 3.0 file format
- Medicaid – students identified as:
  - Free
  - Reduced
- Download student roster for Address matched records (DC Extended)

# Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
  - Zoom link: <https://ldoe.zoom.us/j/96648596634>
  - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - Zoom link: <https://ldoe.zoom.us/j/93069704449>
  - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, June 9** See the full [2021-22 Data Coordinator Webinar schedule](#)
  - Zoom Link: <https://ldoe.zoom.us/j/976397929>
  - Dial-In Phone Number: (408) 638-0968
  - Meeting ID#: 976 397 929



## eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
<a href="mailto:Anantha.Lakkakula@LA.GOV">Anantha.Lakkakula@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Retire/Split LASID or Staff ID, LASID/Staff ID Audits</li> <li>• Administrative functions such as system settings and configurations</li> <li>• eScholar Security (User Access/Role Based questions)</li> <li>• Enhancements</li> <li>• eScholar related EdLink ADQ/Dashboard/Security questions</li> </ul>
<a href="mailto:Jayanthi.Sothirajah@LA.GOV">Jayanthi.Sothirajah@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Student ID updates and maintenance</li> <li>• DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc)</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access</li> </ul>
<a href="mailto:Wanggan.Yang@LA.GOV">Wanggan.Yang@LA.GOV</a>	<ul style="list-style-type: none"> <li>• StaffID updates and maintenance</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access</li> </ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"> <li>• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders</li> <li>• Software bugs (system outage, security issues etc.)</li> <li>• Requests for utilizing web services</li> </ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"> <li>• System access for new users</li> <li>• Assistance with your eScholar login/password</li> </ul>
Visit <a href="#">escholar support page</a>	<ul style="list-style-type: none"> <li>• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.</li> </ul>



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## Who to contact for support

- Email [LDOECVR@la.gov](mailto:LDOECVR@la.gov) for any questions about the Curriculum Verification and Reporting Portal (CVR)
- Email [edlink360@la.gov](mailto:edlink360@la.gov) for any questions about EdLink and EdLink Security. Also refer to the available [Security Resources](#).
- Email [systemsupport@la.gov](mailto:systemsupport@la.gov) for any questions/concerns/issues for the systems/topics listed below.

Security Coordinator updates and Contact List updates

Systems accessed through the LEADS Application Portal

Student Transcript System (STS), STS Prior period opens, IBC uploads, Sponsor Site System (SPS), Special Education Reporting System (SER), Annual Financial Reporting (AFR), School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond as necessary to those emails.

- PowerSchool sFTP Credentials and Whitelisting Requests: [LDOE\\_LEA\\_Support@powerschool.com](mailto:LDOE_LEA_Support@powerschool.com)
- Pandemic-EBT (P-EBT): [Carol.Mosley@la.gov](mailto:Carol.Mosley@la.gov); [EdTech@la.gov](mailto:EdTech@la.gov)
- Email [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov) for Administrative issues (except security issues), EdLink Training, 22-23 System Enhancements